

ADMINISTRATIVE — INTERNAL USE ONLY

OTR Registry

DIA AND OSD REVIEW COMPLETED

75-1877

9 MAY 1975

MEMORANDUM FOR: CIA Member, Human Sources Committee

SUBJECT : Briefings, Debriefings, Orientation Programs

REFERENCE : HSC-ESG-033, 18 Apr 75; Same Subj.

1. The Office of Training program for briefings and orientations of other government agencies is multifaceted and continuous. During the course of a year well over 400 briefings and special programs are arranged and/or presented by the OTR Briefing Officer (or an alternate for him), the Special Programs Officer and the CIA Representative to the Defense Intelligence School (DISREP).

2. The OTR Briefing Officer gives briefings in the Headquarters area and at the locations of other government agencies. The majority of these briefings deal with the history, missions and functions of CIA, the general nature of the intelligence process and, in some cases, the organization of the Intelligence Community and CIA's relationship to other intelligence agencies. Briefings outside CIA are generally conducted on a regular basis at the Department of State's Foreign Service Institute for the Basic Foreign Service Officers' Course and the Intelligence and Foreign Policy Course. He also appears regularly at the orientation courses of the Agency for International Development (AID) and the Drug Enforcement Agency (DEA). Regularly scheduled briefings at DIS are presented to the Attache Course, the Joint Intelligence Operations Course, the Intelligence Management Course and the Post Graduate Intelligence Course. Additional briefings are presented at the National Security Agency and other Department of Defense facilities as distant as a recent briefing to the officers of the 490th Strategic Missile Squadron in Montana. Mr. [ ] has also given briefings to the Civil Service Commission's Seminar on American Foreign Policy and Intelligence at Kings Point, New York. Finally, the OTR Briefing Officer also gives occasional briefings to ambassadors and senior civilian and military personnel as requested.

ADMINISTRATIVE — INTERNAL USE ONLY

STATINTL

STATINTL

3. A second type of OTR program is presented by the Special Programs Officer, Mr. [ ] in the Headquarters Building for visiting groups. These sessions vary in length from several hours to two days and are generally scheduled on a periodic basis. During Fiscal Year 1974, 17 special programs were conducted at Headquarters for over 700 military and civilian personnel. These fairly regularized "Day at CIA" programs consist of a series of briefings on the activities of the Agency presented by speakers representing all the Directorates of CIA. The substantive content of the programs usually vary with the interests of the visiting groups, and the security classifications of the programs run from Unclassified to Top Secret. One of the most effective presentations was a day-long series of briefings and tours for 135 State Department officers; this program received uniformly high praise from participants for providing for further personal as well as official contact between Agency officers and their opposite numbers at the State Department. Typical of the groups for which this type of program has been presented in Fiscal Year 1975 are the two-day JCS-DIA orientation twice a year for approximately 70 military and civilian personnel; State's Senior Seminar in Foreign Policy; NSA's Military Officers Advanced Cryptologic Course and the National Senior Cryptologic Course, the Foreign Area Officers Course and the Military Assistance Officer Command and Staff Course from Fort Bragg; the Federal Executive Institute's Foreign Policy Seminar; and a special study group from the Industrial College of the Armed Forces.

4. A third area is the briefings arranged by the CIA Representative at the Defense Intelligence School; last year approximately 230 CIA officers made over 300 presentations on a wide variety of topics ranging from [ ] foreign areas or countries to CIA's missions and functions.

5. With regard to the specific questions posed in the questionnaire, there are generally no classification constraints which limit access of officials or personnel from other agencies. We tailor presentations from Unclassified to Top Secret to fit the particular needs or requirements of visiting groups or individuals. Clearance certification procedures are handled through the OTR Security Officer by telephone, cable or official correspondence. [ ]

6. Individual and group briefings and visits can be arranged through the OTR Special Programs Officer and the OTR Briefing Officer. They can both be reached on [redacted]

Mr. [redacted] the CIA Representative to the Defense Intelligence School, handles requests and support for that facility. He can be reached through the Office of Training [redacted]

Alfonso Rodriguez  
Director of Training

Distribution:

0 & 1 - Adse

2 - DTR

3 - OTR/II

OTR/II, [redacted]:nd (8 May 75)